



WESTWOOD PUBLIC SCHOOLS

Honoring Tradition, Inspiring Excellence, Shaping the Future

EMILY J. PARKS
Superintendent of Schools

IMPORTANT INFORMATION/REMINDER ABOUT PICKUP TOMORROW

March 17, 2020

Dear Parents:

We need your help making our distribution of Chromebooks for students in grades 3, 4 and 5 and return of medication and musical instruments safe and efficient.

As previously communicated, the distribution will take place at your child's school tomorrow, **Wednesday, March 18th from 9 am to 12 pm** via a "rolling pickup." Help us by doing the following:

- Place a **sign** in the passenger side window of your vehicle with your student's **name and grade**. Please ensure that writing can be read from a distance.
- Pull up to the entrance of the school and **pop open your trunk**. Do not exit your vehicle.
- A staff member will place items in your trunk. Items will have been disinfected. Staff members will be wearing gloves.

If you need to retrieve an item, please remember to fill out the form so that we can have the item waiting for you. **We will be closing the form at 3 pm today.**

[Link to survey for pickup up medication or an instrument](#)

We want to keep the pick up line moving very quickly. We thank you in advance for your cooperation.

Thank you,

Emily Parks
Superintendent